



## CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES CAREER EXECUTIVE ASSIGNMENT EXAMINATION ANNOUNCEMENT

The State of California is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation. It is an objective of the State of California to achieve a drug-free work place. Any applicant for state employment will be expected to behave in accordance with this objective because the use of illegal drugs is inconsistent with the law of the State, the rules governing Civil Service, and the special trust placed in public servants.

<b>DEPARTMENT:</b>	CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES	<b>RELEASE DATE:</b>	Thursday, August 13, 2015
<b>POSITION TITLE:</b>	Associate Director, Information Technology (Operations)	<b>FINAL FILING DATE:</b>	Wednesday, September 2, 2015
<b>CEA LEVEL:</b>	CEA A	<b>EXTENDED FINAL FILING DATE:</b>	
<b>SALARY RANGE:</b>	\$ 6,453.00 - \$ 9,277.00 / Month	<b>BULLETIN ID:</b>	08132015_7

### POSITION DESCRIPTION

Under the general direction of the Deputy Director, Information Technology (IT), the Associate Director, IT (Operations) provides support for the business of the California Correctional Health Care Services (CCHCS) by assisting the Deputy Director, IT in establishing policies and procedures to carry out mission critical goals and objectives and is responsible for IT infrastructure and services including statewide internet and intranet infrastructure, enterprise electronic communications services, management information systems, technology asset management and its security. These functions include, but are not limited to, supervising and directing staff and consultants assigned to projects, providing oversight for all project-related activities, interfacing with vendors, and advising lines of business and other stakeholders. This position requires occasional travel to the institutions.

Duties include, but are not limited to:

Manages, directs, and controls the planning and development of policies and procedures, and maintenance activities for the IT infrastructure systems, projects, and desktop services ensuring efficient and effective IT support for CCHCS business needs and mission/business critical systems. Works with Clinicians and Vendors, leads the development of IT strategy for implementation of various IT solutions and projects.

Formulates, revises, and approves technology strategies, policies, and procedures; provides advice pertaining to infrastructure, web, network, desktop and call center services that are consistent with the State's IT governance model and existing laws and regulations. Provides policy advice to the CCHCS Chief Information Officer, CCHCS executives, Department of Finance (DOF), and legislative staff on technically complex state of the art technology issues. Oversees the development and maintenance of the IT infrastructure plan for CCHCS as well as special customers by ensuring that IT standards are developed, reviewed, and updated as needed; and designs or participates in the

design and establishment of enterprise systems and applications to effectively accomplish the goals and objectives of CCHCS.

Establishes and implements short and long term organization goals, objectives, policies and operating procedures; monitors and evaluates operational effectiveness and makes changes required for improvement; communicates program goals, objectives, and expectations and manages staff to complete tasks and achieve desired outcomes on mission critical projects.

Works collaboratively with medical, administrative, contracted and custody staff, as well as administration and community representatives to create understanding of the culture shift in inmate-patient health care including creation of the appropriate environment, organizational culture, team approach, and patient-oriented focus necessary to achieve the Receiver's goals. Develops, implements, maintains, and disposes of sensitive medical and other electronic data in accordance with approved record retention schedules, Health Insurance Portability and Accountability Act (HIPAA) regulations, and mission/business critical operational recovery plans.

Reports orally and in writing on technology issues to oversight organizations, partners and stakeholders, such as DOF, Court Monitors, Institution Chief Executive Officers, and Organizational leadership. Represents and acts on behalf of the Deputy Director, IT on statewide committees, before legislature, at conferences, and at high level meetings. Other related duties as assigned including occasional travel to institutions statewide.

## **MINIMUM QUALIFICATIONS**

Applicants must meet the following minimum qualifications:

### **Either I**

Must be a current State civil service employee with permanent civil service status, as defined in Government Code Section 18546.

### **Or II**

Must be a current or former employee of the Legislature, who resigned or was released from service within the last 12 months, and with two or more consecutive years of service as defined in Government Code Section 18990.

### **Or III**

Must be a current or former nonelected exempt employee of the Executive Branch of **government** who resigned or was released from service within the last 12 months, and with two or more consecutive years of service (excluding those positions for which the salaries are set by statute) as defined by Government Code Section 18992.

### **Or IV**

Must be a person retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty as defined in Government Code Section 18991.

## **KNOWLEDGE AND ABILITIES**

Applicants must demonstrate the ability to perform high administrative and policy – influencing functions effectively. Such overall ability requires possession of most of the following more specific

knowledge and abilities:

(1) Knowledge of the organization and functions of California State Government including the organization and practices of the Legislature and the Executive Branch; principles, practices, and trends of public administration, organization, and management; techniques of organizing and motivating groups; program development and evaluation; methods of administrative problem solving; principles and practices of policy formulation and development; and personnel management techniques; the department's or agency's Equal Employment Opportunity Program objectives; and a manager's role in the Equal Employment Opportunity Program.

(2) Ability to plan, organize, and direct the work of multidisciplinary professional and administrative staff; analyze administrative policies, organization, procedures and practices; integrate the activities of a diverse program to attain common goals; gain the confidence and support of top level administrators and advise them on a wide range of administrative matters; develop cooperative working relationships with representatives of all levels of government, the public, and the Legislature and Executive branches; analyze complex problems and recommend effective courses of action; and prepare and review reports; and effectively contribute to the department's or agency's Equal Employment Opportunity objectives.

These knowledge and abilities are expected to be obtained from the following kinds of experience with substantial participation in the formulation, operation and/or evaluation of program policies (experience may have been paid or volunteer; in State service, other government settings, or in a private organization):

**CEA Level A** Responsible for broad administrative and program activities, including the execution and/or evaluation of program policies.

**CEA Level B** Responsible for extensive managerial and program administration or broad program manager experience with substantial participation in the formulation, operation, and/or evaluation of program policies.

**CEA Level C** Responsible for extensive highly professional influence and contributes to program, policy, and the methods to provide professional services needed to set policies, to meet the mission of the State department and often exercising technical and or professional skills that are required at this level.

### **DESIRABLE QUALIFICATION(S)**

Strong leadership skills and demonstrated ability to think strategically and function effectively as a member of an executive IT management team.

Well developed oral, written and interpersonal skills. The ability to interact and communicate effectively with top level administrators, staff, the public, other law enforcement, and governmental agencies.

Ability to analyze complex problems and recommend and/or implement an effective course of action.

Knowledge of the California Correctional Health Care Services' organization, goals, functions, and policies; and an understanding of State administrative, legislative and budgetary procedures, and

current management trends, including customer service, business organization, operations, and project management principles.

Medical technology including HIPAA Certification, Medical IT systems such as Health Level Ten, Certification Commission for Healthcare Information Technology, Systematized Nomenclature of Medicine, Logical Observation Identifiers Names and Codes, and Regional Health Information Organization.

Supervisory/administrative experience in a managerial capacity at least equivalent to a Data Processing Manager III, including the execution and/or evaluation of program policies. Experience which demonstrates the ability to implement IT policies and procedures.

## EXAMINATION INFORMATION

A minimum rating of 70% must be attained to obtain list eligibility. Hiring interviews may be conducted with the most qualified candidates. All candidates will receive written notification of their examination results. The result of this examination will be used only to fill the position of **Associate Director, Information Technology (Operations)**, with the **CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES**. Applications will be retained for twelve months.

*The Results of this examination will be used only to fill this position and may be used to fill subsequent vacancies for this position for a period of up to twelve months.*

The examination process will consist of an evaluation of your application and statement of qualifications by a screening committee. The desirable qualifications and position description listed on the bulletin will be used as the evaluation criteria. It is important that you provide specific information and examples on how your experience, education, training, knowledge, skills, and abilities are applicable to the evaluation criteria, as the statement of qualifications will be the basis for your final score and rank on the eligible list. (Hiring interviews may be conducted with only the most qualified candidates if it is determined necessary in order to make a selection.)

Candidates who previously participated in the California Correctional Health Care Services' Associate Director, Information Technology (Operations) examination on June 29, 2015 (Bulletin ID 06082015\_8) are not eligible to re-compete, as the 12-month retest period has not yet elapsed.

## FILING INSTRUCTIONS

Interested applicants who meet the minimum qualifications listed above must submit:

- A Standard State Application (Form 678) and resume that clearly addresses your experience and job titles, names and addresses of employers, periods of employment and education relevant to the Minimum Qualifications, desirable qualifications, and information contained in the position description sections in this bulletin. Including a resume is optional.
- A Statement of Qualifications that describes your experience, education, training, knowledge, skills, and abilities as they relate to the information contained in the position description and desirable qualifications sections in this bulletin. You must provide specific examples.
- The Statement of Qualifications will also serve as documentation of each candidate's ability to present information clearly and concisely in writing since this is a critical factor to successful job performance.
- The Statement of Qualifications should not exceed three pages in length nor be less than 12 font.

•APPLICANTS WHO FAIL TO SUBMIT A STATEMENT OF QUALIFICATIONS WILL BE ELIMINATED FROM THE EXAMINATION. RESUMES DO NOT TAKE THE PLACE OF THE STATEMENT OF QUALIFICATIONS.

•APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON WEDNESDAY, SEPTEMBER 2, 2015.

**Interested applicants must submit:**

- Application and Statement of Qualification materials described in the Filing Instructions section of this announcement.

**Applications must be submitted by the final filing date to:**

CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES, Executive Recruitment and Selection

P.O. Box 588500, Building D, Elk Grove, CA 95758

Melinda Martinez | (916) 691-2364 | [Melinda.Martinez@cdcr.ca.gov](mailto:Melinda.Martinez@cdcr.ca.gov)

**ADDITIONAL INFORMATION**

APPLICATION MATERIALS MUST BE RECEIVED BY 5:00 P.M. PST ON WEDNESDAY, SEPTEMBER 2, 2015.

If you are personally delivering your application, you must do so between the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, on or before the final filing date to CCHCS Human Resources, located at 8280 Longleaf Drive, Suite 101, Lobby Drop Box, Elk Grove, CA 95758.

Effective January 1, 2009, Government Code Section 18991 was enacted which permits persons retired from the United States military, honorably discharged from active military duty with a service-connected disability, or honorably discharged from active duty to apply for Career Executive Assignment (CEA) examinations, for which he/she meets the minimum qualifications. Person's applying who qualify as a Veteran under Government Code Section 18991 must submit a copy of his/her DD214 with his/her Standard State Application (Form 678).

**SPECIAL TESTING**

If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the "Examination Application." You will be contacted to make specific arrangements.

**GENERAL INFORMATION**

If you meet the requirements stated in this bulletin, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on this bulletin will be compared with the performance of others who take this test, and all candidates who pass will be ranked according to their scores.

The CALIFORNIA CORRECTIONAL HEALTH CARE SERVICES reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with civil service law and rules and all competitors will be notified.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others.

**Class specs:** [CEA and Exempt Appointees](#)